

Minutes of the Personnel Committee

Tuesday, August 19, 2003

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Carl Seitz, Bob Thelen, Don Broesch, and Jeff Morris. Matt Thomas arrived at 1:12 p.m. **Absent:** Pete Gundrum.

Also Present: Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, Senior Risk Management Analyst Jeff Newcomb, County Clerk Kathy Nickolaus, Labor Relations Manager Jim Richter, and Employment Services Manager Sue Zastrow.

Approve Minutes of August 5, 2003

MOTION: Broesch moved, second by Thelen to approve the minutes of August 5. Motion carried 5-0.

Schedule Next Meeting Dates

Paulson said the next Personnel Committee meeting is scheduled for September 9. This meeting may go all day, and if so, it will begin at 8:30 a.m. The meeting location is yet to be determined.

Executive Committee Report

Paulson said among the items discussed at the last Executive Committee meeting was ordinance 158-O-055, which was approved, entitled "Amend the Waukesha County Code to Include Regulations for a Humane Officer Program and Collection of a Surcharge on Dog License Fees."

2nd Quarter Status Report on Worker's Compensation Claims

Newcomb reviewed his status report on worker's compensation claims as outlined. During the 2nd quarter of 2003, 25 new worker's compensation claims were opened. Since the 1st quarter, 46 claims have been opened and 15 remained open and active by the end of the 2nd quarter. The total incurred was \$98,824 which was an increase of almost \$47,000 from the 1st quarter. Since 1999, a total of 565 claims have been opened, 27 remained open and active, and the total incurred was \$1,869,417.

Thomas arrived at 1:12 p.m.

Newcomb went on to highlight some of the larger claims that have opened and those that closed.

Discuss Potential Pilot Program for Issuing Passports in the County Clerk's Office

Paulson said the County processed passports until 2002 and then it was discontinued. Nickolaus said this idea came to her as a way to generate additional revenues and decrease the tax levy. She said the County processed 1,684 passports in 2001 so this gives us an idea as to how many citizens we're turning away each year. The County Executive prefers we not process passports because it's not a core governmental function. However, Finley said she could bring the issue before the County Board and that they would "agree to disagree."

Nickolaus didn't think there would be any opposition when she began researching the idea and since then, her office has been approved to be a passport application center. There would be no liabilities and it just involves an application process. She would not have to determine who and who not should get a passport. All she has to ensure is that the person applying is who they say they are. Her office would receive \$30 per passport. She expects the additional revenues to total over \$50,000 each year and would entail less than two hours of her time per day. The County would not have to worry about NSF checks and no other County resources would be needed other than her time. The only cost would be postage (and

staples) which she anticipates will total about \$150 per year. Nickolaus said she was told it takes about 5-7 minutes to process a license and she would expect to process about 7 per day. All forms are supplied. She noted that they would not be responsible for taking any pictures.

Nickolaus said she is not asking that the revenues necessarily go into her budget. If the County decides they no longer want to be involved in passports, it simply takes a letter – there is no contract, no penalties. Residents are currently coming in for passports and staff have to send them to the post office. County residents see no benefit by sending them to the post office. The County Clerk's Office is open until 6:30 p.m. on Wednesdays and would be the only application center in the county that processes passports in the evenings (until 6:15 p.m.) Currently, 54 counties process passports and 4 others are going through the same process as her.

Nickolaus said it makes sense that the County Clerk's office process passports because they are the point of service department, they seem to be the first stop for most residents, and people are coming in already asking for them. And because of their work with marriage licenses, they must look at birth certificates and be able to identify any fraud. She is asking for approval to do the pilot program with the possibility of adding it to her budget if it's approved as a permanent program. She would report back to the committee with the necessary data and statistics, including revenues, at a later date prior to this becoming permanent.

A consensus of the committee supported the program wholeheartedly and Thomas commented that it was a "no brainer." To answer Thomas' question with regards to advertising, Nickolaus said she plans on doing a press release. In addition, she's already listed on a state website and this has been responsible for 5 phone calls to her office from citizens inquiring about passports. To answer Morris' question, she said she would not ask for another staff person in the future. Esler said an ordinance would be necessary to include the pilot program in the 2003 and 2004 budgets.

MOTION: Thomas moved, second by Seitz to approve the pilot program and that the County Clerk bring forward an ordinance. Motion carried 6-0.

Ordinance 158O- 057: Ratification of 2002-2003-2004 Public Health Nurses Collective Bargaining Agreement

Richter said the terms outlined in this ordinance, in essence, parallel those that were settled with the other collective bargaining units with regards to contract terms, mileage reimbursement, and health insurance plan changes. Effective in January, employees will have the option of participating in the medical reimbursement plan. The health insurance plan changes will also go into effect in January. The plan changes will be the same as the non-represented employees and all other collective bargaining units. Richter went on to discuss the wage increases which are retroactive and are 3% in 2002, 3% in 2003, and 3% in 2004. In exchange for the health insurance plan changes, an additional new salary step 7 for the position of Public Health Nurse II has been added.

MOTION: Broesch moved, second by Morris to approve ordinance 158-O-057. Motion carried 6-0.

Ordinance 158O- 058: Ratification of 2002-2003-2004 Parks Collective Bargaining Agreement

Richter said this ordinance affects 30 employees and includes the same health insurance plan changes and the same wage benefits as in ordinance 158-O-057, with the exception of extra salary step. It parallels what was provided to the master AFSCME unit and that an extra .35 cents per hour was agreed upon in exchange for the health insurance plan changes. In addition, the position of Park Maintenance Worker at the Retzer Nature Center will be reclassified as Park Foreman with a slightly higher compensation.

MOTION: Morris moved, second by Thomas to approve ordinance 158-O-058. Motion carried 6-0.

Closed Session

MOTION: Thomas moved, second by Thelen to go into closed session at 1:58 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues associated with the 2002-2005 labor contracts, and to approve the closed session minutes of previous meeting(s). Motion carried 6-0.

MOTION: Seitz moved, second by Broesch to return to open session at 2:45 p.m. Motion carried 6-0.

MOTION: Thomas moved, second by Thelen to adjourn at 2:45 p.m. Motion carried 6-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Pete Gundrum
Secretary